

3 January 1969

MEMORANDUM FOR: [REDACTED]

25X1A

CIA Records Management Board

SUBJECT : Records Purge - Office of Inspector General

REFERENCE : Guidance Sheet for Progress Report, 25 Nov 68

O/IG - Inspection Staff

A. During the last quarter of 1968 this office completed a purge of file boxes of employee grievance cases retrieved from the Records Center.

B. Purge results:

1. Employee grievance cases from 1953 through 1960 were purged.

2. Two cubic feet were destroyed.

3. Consideration was given to modifying the present retirement schedule for the Inspection Staff, but after the purge it was determined not to be appropriate at this time. As the 1958, 1959 and 1960 cases were reviewed it was found that very little could be destroyed and thus the manhours spent were excessive for the end result.

4. None

5. None

6. None

7. Decrease of two (2) cubic feet

C. This office will continue to follow our present retirement schedule, and as cases have been in Records Center for ten years, they will be reviewed for possible reduction by destruction.

D. None

E. None

O/IG - Audit Staff

A. Three boxes listed as "subject files" were recalled from Records Center for review.

B. Purge results:

1. The three subject file boxes were purged.
2. Three boxes were removed from Records Center. A small amount of material considered of historical value was retained in the Audit Staff. There was an insufficient amount to fill one box.
3. No modification of retirement schedule.
4. None
5. None
6. None
7. Over-all decrease of three cubic feet of Audit Staff records at Records Center.

C. Audit Staff intends to continue following its established retirement schedule, being careful that no back-up working papers are sent to Records Center unless absolutely necessary.

D. None

E. None

[Redacted Signature]

Records Officer, O/IG

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Concurred by telephone

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[Redacted Signature] Records Officer, Audit Staff